

## **Voluntary Disclosure Worksheet – Transaction Privilege Tax & Use Tax**

Arizona Department of Revenue does provide a voluntary disclosure program for companies who discover they have Arizona presence creating a taxing situation. The Department has no general guidelines for the number of year's delinquent, they do not limit their look-back period, and each case is looked at individually. A Company wishing to come forward anonymously would, through a non-partial representative, present to the Department a voluntary disclosure request.

Please complete the following information work sheet and return it to:

**Arizona Department of Revenue  
Nexus Unit – 5<sup>th</sup> Floor  
1600 W. Monroe  
Phoenix, AZ 85007  
Phone: (602) 716-6533  
Fax: (602) 716-7972  
E-Mail: [jainsworth@azdor.gov](mailto:jainsworth@azdor.gov)**

### **Include the following in your disclosure statement:**

Accounting Firm  
Representative Name  
Representative Phone and Fax Number

A brief description of the company's business?

Date business started in Arizona?

What activities created the tax presence?  
Include information on whether the company owns or leases property in Arizona.  
Describe any Marketing activities in the state.

Reason for non-filing?

Indicate any prior contact by the Arizona Department of Revenue?

Indicate if any Arizona Transaction Privilege or Use tax has been collected or remitted in the past.

Is the company remitting any other type of taxes to Arizona?  
Type?  
When started?

Estimated Taxable sales in Arizona for the last 4 years.

Proposed terms/offer for the Department's consideration.